

ANNUAL MEETING AND MAILING PLANNING TOOLS

FACT SHEET

Does planning your annual meeting and proxy mailing leave you puzzled?

Annual Meeting and Mailing Planning Tools

Whether you are new to the meeting and proxy process or have years of experience putting together this annual event, with ever-changing regulatory guidelines, we appreciate that it's difficult to manage this complex process efficiently.

To help you prepare for your annual meeting and mailing, **Computershare** sends out a reminder approximately **4-6 months before your estimated meeting date**. We invite you to leverage our expert knowledge by working through our online **Meeting and Proxy Planner e-Guide** where you will find a **Meeting Work-back Planner** as well as the latest best-practices and solutions that can improve the efficiency of both your time and budget.

MEETING AND PROXY PLANNER E-GUIDE **Computershare**

INTRO PLANNING DESIGN TO DELIVERY THE VOTE SERVICES HELPFUL INFO

We're Better Connected

Does planning your annual meeting and proxy mailing leave you puzzled?

LET OUR MEETING AND PROXY PLANNER eGUIDE HELP YOU.

We invite you to leverage our expert knowledge and comprehensive service offering by walking through this e-Guide to find best-practices and solutions that can improve the efficiency of both your time and budget.

- Plan for the essential activities and complete them by the critical deadlines
The First Piece: Planning - Key Decisions and Dates
- Determine the level of service and support you will require
The Second Piece: From Design to Delivery - Proxy and Mailing Services
- Work together with us to execute flawlessly
The Third Piece: The Vote - Tabulation and Reporting

If you are anywhere from three to six months away from your meeting, we recommend that you get started right away with [The First Piece: Planning>>](#)

e-EFFICIENCY TOOLS

Watch for the "e-efficiency" marker through-out this guide. It will have valuable time and cost saving suggestions.

Important Dates

We're Here to Help

If at any time you need more information, please do not hesitate to contact your Relationship Manager.

Feedback Survey

Contact Us

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